

**CONSTITUTION, BYLAWS AND CONTINUING  
RESOLUTIONS  
OF  
ZOAR EVANGELICAL LUTHERAN CHURCH IN AMERICA**

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**190 SW Third Avenue  
Canby, Oregon**

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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Table of Contents

<b>CONSTITUTION, BYLAWS AND CONTINUING RESOLUTIONS OF ZOAR EVANGELICAL LUTHERAN CHURCH IN AMERICA .....</b>	<b>1</b>
PREAMBLE .....	1
CHAPTER 1. NAME AND INCORPORATION.....	1
CHAPTER 2. CONFESSION OF FAITH .....	1
CHAPTER 3. NATURE OF THE CHURCH .....	2
CHAPTER 4. STATEMENT OF PURPOSE .....	3
CHAPTER 5. POWERS OF THE CONGREGATION .....	4
CHAPTER 6. CHURCH AFFILIATION.....	5
CHAPTER 7. PROPERTY OWNERSHIP .....	7
CHAPTER 8. MEMBERSHIP .....	8
CHAPTER 9. THE PASTOR .....	10
CHAPTER 10. CONGREGATION MEETING .....	14
CHAPTER 11. OFFICERS.....	14
CHAPTER 12. CONGREGATION COUNCIL .....	15
CHAPTER 13. CONGREGATION COMMITTEES.....	18
CHAPTER 14. ORGANIZATIONS WITHIN THE CONGREGATION .....	19
CHAPTER 15. DISCIPLINE OF MEMBERS AND ADJUDICATION .....	19
CHAPTER 16 BYLAWS.....	21
CHAPTER 17. AMENDMENTS .....	21
CHAPTER 18. CONTINUING RESOLUTIONS .....	22
CHAPTER 19. INDEMNIFICATION .....	22
<b>CONGREGATIONAL BYLAWS .....</b>	<b>24</b>
C10.01.01. MEETING .....	24
C12.01.02. MEMBERSHIP OF COUNCIL .....	24
C6.01.03. CONFLICTING LOYALTIES.....	24
C04.03A.04. COMMUNION PARTICIPATION.....	24
C05.05.05. MISSION ENDOWMENT FUND .....	25
C8.05E.06. INACTIVITY .....	25
C11.01A.07. DUTIES OF THE OFFICERS .....	25
C13.01.08. EXECUTIVE COMMITTEE DUTIES .....	26
C13.02.09. NOMINATING COMMITTEE DUTIES .....	26
C13.03.10. AUDIT COMMITTEE DUTIES.....	26
C13.05.11. ENDOWMENT COMMITTEE DUTIES.....	26
C13.08.12. LEADERSHIP TEAMS AND THEIR DUTIES.....	27
C13.08.13. EVANGELISM LEADERSHIP TEAM .....	27
C13.08.14. PROPERTY AND MANAGEMENT LEADERSHIP TEAM .....	28
C13.08.15. STEWARDSHIP LEADERSHIP TEAM .....	29
C13.08.16. WORSHIP AND MUSIC LEADERSHIP TEAM .....	30
C13.08.17. YOUTH/EDUCATION LEADERSHIP TEAM .....	31
C14.01.18. DEACONS .....	32
<b>CONTINUING RESOLUTIONS.....</b>	<b>34</b>
BACKGROUND CHECKS.....	35
<b>APPENDIX A – ORGANIZATIONAL DIAGRAM .....</b>	<b>36</b>

**CONSTITUTION, BYLAWS AND  
CONTINUING RESOLUTIONS  
OF  
ZOAR EVANGELICAL LUTHERAN CHURCH IN AMERICA**

**\*PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

**Chapter 1.**

**NAME AND INCORPORATION**

- \*C1.01. The name of this congregation shall be Zoar Evangelical Lutheran Church in America.
- \*C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of Zoar Evangelical Lutheran Church of America is hereinafter designated as "this congregation."
- \*C1.11. This congregation shall be incorporated under the laws of the State of Oregon.

**Chapter 2.**

**CONFESSION OF FAITH**

- \*C2.01. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- \*C2.02. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and

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\* **Required provisions:** Sections of this constitution marked by an asterisk [\*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions). This is in keeping with provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This provision stipulates that when a congregation of this church "wishes to amend any provision of its governing documents, the governing documents of that congregation shall be so amended to conform to 9.25.b." in the churchwide constitution. The provisions herein marked by an asterisk are those that are indicated as required in ELCA constitutional provision 9.25.b.

deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

- \*C2.03. This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- \*C2.04. This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05. This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

- \*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

**Chapter 4.**

**STATEMENT OF PURPOSE**

- \*C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02. To participate in God's mission, this congregation as a part of the Church shall:
- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations
  - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
  - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- \*C4.03. To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.

- d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.
- \*C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

**Chapter 5.**  
**POWERS OF THE CONGREGATION**

- \*C5.01. The powers of this congregation are those necessary to fulfill its purpose.
- \*C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- \*C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
  - d. adopt amendments to the constitution, as provided in Chapter 17, and

amendments to the bylaws, as specified in Chapter 16.

- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

\*C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Oregon Synod of the Evangelical Lutheran Church in America.

C5.05. This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

## **Chapter 6.** **CHURCH AFFILIATION**

\*C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Oregon Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

\*C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

\*C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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community.

- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.

This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

- \*C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
  - a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
  - d. This congregation follows the procedures outlined in \*C6.05.
- \*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
  - a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
  - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
  - c. The bishop of the synod shall consult with this congregation during a

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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period of at least 90 days.

- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.

\*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

\*C6.07 If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate program unit of the churchwide organization before any steps are taken leading to such action.

#### Chapter 7.

#### PROPERTY OWNERSHIP

\*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Oregon Synod of the Evangelical Lutheran Church in America.

\*C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

\*C7.03. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Oregon Synod.

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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- \*C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- C7.05. Notwithstanding the provisions of \*C7.02. and \*C.7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Oregon Synod—reconvey and transfer all right, title, and interest in the property to the synod.

**Chapter 8.**  
**MEMBERSHIP**

- \*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02. Members shall be classified as follows:
- a. ***Baptized*** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. ***Confirmed*** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations,

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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or baptized persons received by affirmation of faith.

- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

\*C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

\*C8.04. It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

\*C8.05. Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council.
- e. removal from the roll due to inactivity as defined in the bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

**Chapter 9.**  
**THE PASTOR**

- \*C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- \*C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every ordained minister shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care; and
    - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each ordained minister with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) supervise all schools and organizations of this congregation;
    - 3) install regularly elected members of the Congregation Council; and
    - 4) with the council, administer discipline.
  - c. Every pastor shall:
    - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
    - 2) seek out and encourage qualified persons to prepare for the

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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ministry of the Gospel;

- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
- 4) endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Oregon Synod of the ELCA.

\*C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

\*C9.05.

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
  - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
  - 4) the physical or mental incapacity of the pastor;
  - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
  - 6) the dissolution of the congregation or the termination of a parish arrangement; or
  - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in \*C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in \*C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).

\*C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

\*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

- \*C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.
- \*C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.11. With the approval of the bishop of the synod, the congregation may depart from \*C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.
- \*C9.12. The pastor of this congregation:
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
  - b. shall submit a summary of such statistics annually to the synod; and
  - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- \*C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- \*C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

- \*C9.20. Ecumenical pastoral ministry
- \*C9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

**Chapter 10.**

**CONGREGATION MEETING**

- C10.01. The annual and quarterly meetings of this congregation shall be held at a time specified in the bylaws.
- C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 50% of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and/or by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04. Fifteen percent of the voting members shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

**Chapter 11.**  
**OFFICERS**

- C11.01. The officers of this congregation shall be the President, Vice President, Recording Secretary, Treasurer, Financial Secretary, and Immediate Past President.

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices on the Congregation Council and shall be voting members of the Congregation Council.

- C11.02. The congregation shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and their terms shall begin January 1 following the annual meeting at which they are elected. The President shall serve for one year with automatic succession to the office of Immediate Past President. The Vice President shall serve for one year with automatic succession to the office of President. The Recording Secretary and Financial Secretary shall serve for two years. The term office is as indicated or until a successor is elected.
- C11.03. No officer shall hold more than one office at a time. No elected officer, except Treasurer, shall be eligible to serve more than two consecutive terms in the same office unless a successor cannot be found.
- C11.04. The Treasurer may be a compensated office and may be elected by the Congregation Council to serve more than one year. No other office of the Congregation Council may be compensated.
- C11.05. The office of Recording Secretary shall expire December 31 of an odd year. The office of Financial Secretary shall expire December 31 of an even year.

**Chapter 12.**

**CONGREGATION COUNCIL**

- C12.01. The voting membership of the Congregation Council shall be of not more than 25 members as described in the Bylaws under paragraph “C12.01.02. MEMBERSHIP OF COUNCIL”. Any voting member of the congregation elected to a Leadership Team, ZLCW Council, or designated as the Youth Representative may serve on the Congregation Council, subject only to the limitation on the length of continuous service permitted in that office.
- C12.02. The members of the Congregation Council except the pastor(s), youth director and Executive Committee shall serve a one year term. Their terms shall begin January 1 following the annual meeting at which they are elected.
- C12.03. Newly elected Congregation Council members shall be installed at a worship service at the earliest convenient time following their election.
- C12.04. A member’s place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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absent from four successive regular meetings of the Congregation Council without cause. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.05. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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ministry of the Gospel.

- C12.06. The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Oregon, except as otherwise provided herein.
  - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
  - c. The Congregation Council may enter into contracts of up to \$5,000 for items not included in the budget.
  - d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, by receiving reports regularly from the Treasurer to ascertain that the expenditures are within the budget adopted by the congregation. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
  - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
  - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.
- C12.07. The Congregation Council shall see that the provisions of this constitution and its bylaws and the continuing resolutions are carried out.
- C12.08. The Congregation Council shall provide for an annual review of the membership roster.
- C12.09. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.
- C12.11. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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- C12.12. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.13. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

**Chapter 13.**  
**CONGREGATION COMMITTEES**

- C13.01. The officers of this congregation and the pastor shall constitute the *Executive Committee*.
- C13.02. A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council or Leadership Teams, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- C13.03. An *Audit Committee* of three voting members of this congregation shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04. A *Mutual Ministry Committee* of six voting members of this congregation (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, with three members to be appointed each successive year.
- C13.05. An *Endowment Committee* of five voting members of this congregation shall be elected at the annual meeting for a term of 3 years with one (1) or two (2) of the members terms expiring every year.
- C13.06. When a pastoral vacancy occurs, a *Call Committee* of six voting members of this congregation shall be appointed by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.
- C13.07. Other committees and Leadership Teams of this

congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.08. Duties of committees and leadership teams of this congregation shall be specified in the bylaws or continuing resolutions.

C13.09. The senior pastor of this congregation shall be ex officio a member of all committees and boards of the congregation.

#### **Chapter 14.**

#### **ORGANIZATIONS WITHIN THE CONGREGATION**

C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02. This Congregation's two cemeteries shall be under the supervision of the Cemetery Association; officers and committee members to be elected by the Congregation at the annual meeting.

C14.03. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

#### **Chapter 15.**

#### **DISCIPLINE OF MEMBERS AND ADJUDICATION**

\*C15.01. Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If, for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

\*C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the cong-

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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regation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. The written citation that specifies the time and place of the hearing before the Congregation Council and requests the presence of a member charged with the offense shall be sent at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

\*C15.03. Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

\*C15.04. The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

\*C15.05. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

\*C15.06. For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

\*C15.07. No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

\*C15.10. **Adjudication**

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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- \*C15.11. When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

**Chapter 16**  
**BYLAWS**

- \*C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- \*C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.
- \*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

**Chapter 17.**  
**AMENDMENTS**

- \*C17.01. Unless provision \*C17.04 is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran Church in America, may be amended in the following manner. Amendments may be proposed by at least 10 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council at least 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- \*C17.02. An amendment to this constitution, proposed under \*C17.01., shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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- b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

\*C17.03. Any amendments to this constitution that result from the processes provided in \*C17.01. and \*C17.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America, or the constitution of the Oregon Synod of the ELCA.

\*C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly—by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments, together with the council’s recommendations, at least 30 days prior to the meeting. Upon the request of four (4) voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

**Chapter 18.**  
**CONTINUING RESOLUTIONS**

\*C18.01. The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

\*C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

**Chapter 19.**  
**INDEMNIFICATION**

\*C19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

## CONGREGATIONAL BYLAWS

### **C10.01.01. MEETING**

The annual meeting of this congregation shall be held in December and quarterly meetings shall be held thereafter (ideally in January, May and September).

### **C12.01.02. MEMBERSHIP OF COUNCIL**

The voting membership of the Congregation Council shall consist of (1) the pastor(s) and youth director; (2) six officers of the Congregation - President, Vice President, Recording Secretary, Treasurer, Financial Secretary, and Immediate Past President; (3) Leadership Team Representatives - one Evangelism, one Worship & Music, one Stewardship, one Property & Management, one Youth & Education; (4) one Senior High delegate; (5) one ZLCW delegate.

### **C6.01.03. CONFLICTING LOYALTIES**

- a. the building of this congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship.
- b. Ceremonies of lodges and other non-Christian organizations shall not be permitted in the buildings or on the premises of this congregation; nor shall its Pastor or lay assistants take part in any such ceremonies wherever they are conducted.

### **C04.03a.04. COMMUNION PARTICIPATION**

- a. This Congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
- b. Holy Communion requires sincere repentance, faith in Jesus Christ as our Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the Scriptural teachings of the Real Presence of Christ with His Body and Blood in the Sacrament.
- c. Preparation for Holy Communion will normally be provided for persons as young as nine years of age, so that following preparation and with the consent and counsel of parents and pastor, the child may commune at his/her desire.
- d. Participation in Holy Communion shall be open to members of other congregations all Christians who accept the Lutheran teachings in regard to the Sacrament.
- e. It shall be made known to prospective participants that the belief of This Congregation is: Participation in the Lord's Supper is the

reception of "... the Body and Blood of our Lord Jesus Christ, given with bread and wine, instituted by Christ Himself for us to eat and drink."

- f. We hold that a person is well prepared and worthy who believes these words, "given and shed for you for the remission of sins." But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words "for you" require simply "a believing heart."
- g. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to their pastor.

**C05.05.05. MISSION ENDOWMENT FUND**

The Mission Endowment Fund of this congregation is established for the following purposes.

- a. To receive and administer funds received through gifts, memorials, bequests, and any other source, including undesignated gifts, memorials or bequests, to the "Lutheran Church." All funds shall be kept separately from other funds of Zoar Lutheran Church and shall not be used for operating expenses.
- b. To use the principal and income from the Mission Endowment Fund for religious purposes, either directly or by contributions to organizations duly authorized and operated to carry on religious activities.

**C8.05e.06. INACTIVITY**

A member may be deemed inactive after two (2) years of 'not worshipping, communing or making a contribution of note.

**C11.01a.07. DUTIES OF THE OFFICERS**

- a. The President of this congregation shall preside at meetings of the Executive Committee, Congregation Council, of the Congregation and, as ex-officio member, shall attend Property & Management Leadership Team meetings.
- b. The Vice President shall preside at the meetings of the Executive Committee, Congregation Council and of the Congregation in the absence of the President and assumes the duties of the same.
- c. The Recording Secretary shall keep the minutes of the Executive Committee, Congregation Council and of the Congregation and shall have custody of the archives of the Congregation and be a member of the Property & Management Leadership Team.

- d. The Treasurer shall have custody of all funds of the Congregation. He/she shall receive and disburse such funds in accordance with the decisions of the Congregation, Executive Committee or the Congregation Council and as an ex-officio member shall work with both the Stewardship and Property & Management Leadership Teams. The Treasurer shall provide a current financial report at the beginning of each scheduled Congregation Council meeting.
- e. The Financial Secretary shall maintain records of all contributions and make regular reports to the Congregation Council and to the members as required by the Council and be a member of the Stewardship Leadership Team.
- f. The Immediate Past President shall advise the Executive Committee.

**C13.01.08. EXECUTIVE COMMITTEE DUTIES**

The Executive Committee shall normally meet once a month. Special meetings may be called by the pastor or the president, and may be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

- a. The Executive Committee shall conduct ongoing strategic planning for the congregation.
- b. The Executive Committee shall serve as the focal point for communication between all other congregational committees and Leadership Teams.

**C13.02.09. NOMINATING COMMITTEE DUTIES**

Recruit and nominate a slate of candidates to fill expiring and vacant positions on the Congregation Council, Leadership Teams, Nominating Committee, Cemetery Association and other positions the congregation elects as necessary.

**C13.03.10. AUDIT COMMITTEE DUTIES**

Perform an annual audit of this congregation's financial records using the ELCA Congregation Audit Guide as a reference.

**C13.05.11. ENDOWMENT COMMITTEE DUTIES**

- a. Oversee the management of funds in the endowment accounts.
- b. Evaluate proceeds in excess of the principal, and recommend how the funds should be used.
- c. If the excess funds are used for scholarships, collect and review applications for the scholarships, and determine scholarship awards.

**C13.08.12. LEADERSHIP TEAMS AND THEIR DUTIES**

**C13.08.13. EVANGELISM LEADERSHIP TEAM**

The Evangelism Leadership Team shall be elected by the Congregation and be composed of four (4) members, one (1) of whom shall be a member of the Congregation Council. The term of office shall be two (2) years with one half of the terms expiring annually. In the absence of the member representative to the Congregation Council, a substitute from the Leadership Team may attend and vote on the Congregational Council.

Evangelism means sharing the Good News, the Gospel of Jesus Christ, in word and deed. Jesus said, “*Go, make disciples of all nations.*” (Matt. 28:19). He also said, “Whatever you have done for the least of these, you have done for me.” (Matt. 25:40) This team is called to lead the people of the church in learning how to tell their own stories of faith as a witness to others, and in communicating the Gospel throughout the world in word and in action.

- a. The Evangelism Leadership Team shall elect from its own membership a Congregation Council representative, chairman and secretary. The Congregation Council representative and chairman may be the same person.
- b. Conduct regular meetings.
- c. Identify and recommend what the goals and objectives of the work of Evangelism shall be in the Congregation.
- d. The Leadership Team shall follow-up on the inactive members and make an effort to restore them to the life and work of the Church and shall continue a contact with members in the Armed Services.
- e. The Leadership Team shall faithfully sustain and develop the spiritual life of all members in Christ, deepening and enriching the spirit of Christian fellowship, exercise meaningful participation within the mission of the Church, and seek new commitments to Jesus Christ within all areas of life.
- f. Make witnessing and serving functions that flow out of the faith and worship life of the congregation, thus giving reality and relevance to the profession of a faith in a Living God.
- g. Evaluate the congregation’s overall Evangelism program periodically to seek better ways of ministering to the whole person and to make recommendations accordingly.
- h. Involve the whole congregation in a spirit of cooperation to assist in

fulfilling the goals set forth by the Evangelism Leadership Team.

- i. Serve as the congregation's link to Synod and National Evangelism committee and personnel.
- j. Report regularly to the Congregation Council on its activities and to the Congregation at the Annual Meeting.

**C13.08.14. PROPERTY AND MANAGEMENT LEADERSHIP TEAM**

The Property and Management Leadership Team shall be elected by the congregation, and be composed of seven (7) members; three (3) of whom shall be the President, Secretary and Treasurer of the Congregation, and one (1) of the remaining whom shall be a member of the Congregation Council.. Their term of office shall be two (2) years, with one half of the terms expiring annually. In the absence of the member representative to the Congregation Council, a substitute from the Leadership Team may attend and vote on the Congregational Council.

We know that the Church is the people of Christ and not a physical building. At the same time, God entrusts the Church with buildings and property to serve God's purposes. *"My house shall be called a house of prayer for all the nations."* (Mark 11:17). This team is called to lead the people of the church in maintaining and caring for buildings and property as tools with which to carry forward the mission and ministries of the Gospel of Jesus Christ.

- a. The Property and Management Leadership Team shall elect from its own membership a Congregational Council representative, chairman and secretary. The Congregation Council representative and chairman may be the same person.
- b. Conduct regular meetings.
- c. Be responsible for the care (maintenance, repair and improvement) of all physical properties, checking all real items in full detail for such care at least once a year, and calling attention to the Congregation Council and congregation at large, necessary repairs/ improvements of facilities.
- d. Be alert to building expansion needs.
- e. Propose necessary maintenance service and specific staff to the Congregation Council, including recommendations as to responsibilities and, remuneration.
- f. Be responsible for the counting of offering monies. This can be delegated by the Leadership Team as is customarily done.

- g. Review payment each month of all budgeted expenditures, doing so as each item warrants (blanket authority to the Congregational Treasurer, or by specific items).
- h. Be responsible for adequate insurance coverage of all kinds, presenting such programming to the Congregation Council as a whole for approval.
- i. Work with the Pastor and Stewardship Leadership Team in handling memorial and legacy gifts to the church for property improvements.
- j. Report regularly to the Congregation Council on its activities and the congregation at the Annual Meeting.

**C13.08.15. STEWARDSHIP LEADERSHIP TEAM**

The Stewardship Leadership Team shall be elected by the congregation, composed of six (6) members, including the Treasurer and Financial Secretary of the Congregation, and one (1) of the remaining whom shall be a member of the Congregation Council. The term of office shall be two (2) years with one half of the terms expiring annually. In the absence of the member representative to the Congregation Council, a substitute from the Leadership Team may attend and vote on the Congregational Council.

*“Each of us was given grace according to the measure of Christ’s gift...to equip the saints for the work of ministry, for building up the body of Christ”* (Ephesians 4:7, 12). Stewardship is “everything I do after I say I believe”. Everything we have and everything we are come from God. Stewardship is what we do with God’s gifts to us. Such gifts include talents and abilities, spiritual gifts, material possessions, money and time. This team is called to lead the people of the church in discovering their gifts, and using them in God’s service.

- a. The Stewardship Leadership Team shall elect from its own membership a Congregation Council representative, a chairman and secretary. The Congregation Council representative and chairman may be the same person.
- b. Conduct regular meetings.
- c. Encourage liberal, thankful, loving, worshipful percentage giving on the part of the membership.
- d. Study the best stewardship literature available, constantly discussing the principles of stewardship, and using every God-pleasing means to promote a strong stewardship consciousness.
- e. Keep the talent forms of individual members in good order and study

these forms periodically to enlist as many people as possible in the work of the Church.

- f. Sponsor stewardship talks, discussions, forums and the like in the various organizations, using such visual aids as will be helpful.
- g. Assist in the training of lay workers, possibly involving the Congregational Vice President in such leadership training.
- h. Inform the congregation of the stewardship challenges of the Synod and National Church Body.
- i. Work with the Property & Management Leadership Team to insure the prompt relaying of all benevolence gifts to the proper recipients.
- j. Plan and execute scripturally valid programs in which the members of the congregation systematically, regularly and adequately cover both the congregation's own financial needs and constantly enlarge the proportion of giving beyond the congregation.
- k. Serve as the congregation's link to the Oregon Synod and National Stewardship committees and personnel.
- l. Oversee Memorial Fund donations and utilization, as well as Memorial Book upkeep; shall make an annual report of all Memorial Fund activity.
- m. Report regularly to the Congregation Council on its activities and the congregation at the Annual Meeting

**C13.08.16. WORSHIP AND MUSIC LEADERSHIP TEAM**

The Worship and Music Leadership Team shall be elected by the congregation and be composed of up to six (6) members, one (1) of whom shall be a member of the Congregation Council. The Leadership Team shall include the Congregational Music Director and Head Organist. The term of office of those elected shall be two (2) years with one half of the terms expiring annually. In the absence of the member representative to the Congregation Council, a substitute from the Leadership Team may attend and vote on the Congregational Council.

In worship we offer our selves to God in prayer and in music, listening to the Word and responding in faith, sharing in the sacraments of Holy Baptism and Communion, joining with others in the community of believers. St. Paul wrote, *“I appeal to you, brothers and sisters, by the mercies of God, to present yourselves as a living sacrifice, holy and acceptable to God, which is your spiritual worship.”* (Rom 12:1). This team is called to lead the people of the church into the richness of the worship of God that inspires and empowers Christian life.

- a. The Worship and Music Leadership Team shall elect from its own membership a Congregation Council representative, chairman and secretary. The Congregation Council representative and chairman may be the same person.
- b. Conduct regular meetings.
- c. Seek to interpret and enrich the Worship life of the church.
- d. Give leadership, counsel, and guidance in all matters pertaining to worship and church music within the congregation.
- e. Consult with the Pastor and work with the Congregation Council relative to music staff.
- f. Establish criteria for music to be used in worship services and at weddings and funerals, with counsel and cooperation of the Pastor and music staff.
- g. Recruit and develop music talent for both present and future services.
- h. Serve as the congregation's link to Synod and National committees on Worship and Church Music.
- i. Report regularly to the Congregation Council on its activities and to the congregation at the Annual Meeting.

**C13.08.17. YOUTH/EDUCATION LEADERSHIP TEAM**

The Youth/Education Leadership Team shall be elected by the congregation and be composed of four (4) members, one (1) of whom shall be a member of the Congregation Council. The term of office shall be two (2) years with approximately one half of the terms expiring annually. In the absence of the representative to the Congregation Council, a substitute from the Leadership Team may attend and vote on the Congregational Council.

Christian education is a life-long process that includes Bible study, spiritual formation and training in discipleship. St. Paul wrote, *“Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God.”* (Rom. 12:2). This team is called to lead the people of the church by providing opportunities and encouragement for life-long learning and growth.

- a. The Youth/Education Leadership Team shall elect from its own membership a Congregation Council representative, chairman and secretary. The Congregation Council representative and chairman may be the same person.

- b. Conduct regular meetings as needed.
- c. Be the voice of the congregation's concern for its ministry to youth as persons.
- d. Promote, guide and relate youth activities to the total parish organism.
- e. Encourage a broad, meaningful, vital, balanced ministry to, with and through youth; one that includes personal faith, worship, education, witness, stewardship, service, fellowship and recreation.
- f. Seek to involve the entire congregation, including specific lay leaders in ministry to youth of both congregation and community, which ministry means serving the whole person.
- g. Provide adequate, helpful counsel and assistance to youth in determining their life work under God, not least in their considering specific full-time service to others.
- h. Attempt to develop foresight, do long-range planning, and make recommendations toward more meaningful and vital youthful life.
- i. Work with the Evangelism Leadership Team in ministry to congregational members in the Armed Forces.
- j. Develop an effective teaching ministry which shall include opportunity for study by every member of the congregation through its teaching agencies.
- k. Elect the Sunday School Superintendent.
- l. Determine policy for the Congregation's teaching ministry, supervise and coordinate all teaching agencies in the congregation.
- m. Serve as the congregation's link to the Synod and National committees on Youth, parish, college, and theological education. Also be a coordinating agency to interpret the relation of local youth to Cluster, Synod, and broader youth ministries
- n. Report regularly to the Congregation Council on its activities and to the congregation at the Annual Meeting.

**C14.01.18. DEACONS**

The Deacons shall consist of a minimum of six (6) members appointed by the pastor and the Executive Committee of the congregation.

- a. Deacons are asked to serve for a minimum of one (1) year, or longer as agreed upon by the deacon, pastor and Executive Committee

Constitution, Bylaws and Continuing Resolutions of  
Zoar Evangelical Lutheran Church in America

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- b. There will be a minimum of six (6) deacons, three (3) men and three (3) women. The number may be increased in the future as needed, but the balance between men and women deacons is to be maintained.
- c. The deacons shall serve together with the pastor to oversee the spiritual welfare of This Congregation and care of its members.
- d. Deacons are to be people of prayer who love God, care for God's people and are devoted to encouraging growth in Christian life and witness.
- e. Deacons shall work together with the pastor to determine how best to carry out their ministry. They may meet as often as necessary, but not less than four times a year.

## **CONTINUING RESOLUTIONS**

### **Background Checks**

**Whereas:** Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church.

**Whereas:** Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur.

**Let it be resolved:** That Zoar Lutheran Church will conduct a criminal background check\* on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.

*\*Statement of Confidentiality - Background checks will be administered by either: The Council President, The Council Vice President, The Pastor, or a member of the Church Staff. Information obtained through any screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted.*

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Furthermore, it is the recommendation of this Task Force that Zoar Lutheran Church Council take steps toward the development and implementation of a broader and more comprehensive Child Protection and Sexual Harassment policy.

Resolution History:

May 15, 2011

Task Force: Lisa Gray, Debbie Piert, Noel Hygelund

**\*June 14, 2011**

**Zoar Lutheran Church Council voted approval of the above Continuing Resolution, to be adopted as an amended section of the current Policies and Procedures for the Prevention of Sexual Misconduct.**

## **APPENDIX A – ORGANIZATIONAL DIAGRAM**

# Zoar Leadership Organizational Structure

